COVID-19 SITE ACCESS REQUIREMENTS FOR
LAWRENCE LIVERMORE NATIONAL LABORATORY

If an approval has been issued by the LLNS Contract Analyst or LLNS Technical Release Representative to perform work at Lawrence Livermore National Laboratory (LLNL) Site 200 and 300, Subcontractor employees will be required adhere to the following requirements/processes. Subcontractors should discuss these requirements with all employees who will access LLNL.

Requirement	Description	Resource
Complete HS4440-W Training Course	Prior to coming on-site each subcontractor employee, at the direction of the LLNS Technical Representative, must provide a printed course completion certificate of the most recent version of HS4440-WUxx. Check with the LLNS Technical Representative for the most recent version of the course.	Accessible via external LLNL website. See Appendix A for instructions and tips
Follow Social Distancing Protocols	Social distancing protocols may vary depending on the work location and type of work performed at LLNL. Subcontractor employee must comply with all social distancing protocols instructed by the LLNS Technical Representative, whether working in groups or individuals. At a minimum, Subcontractor employees must comply with then current social distancing protocols as described in Alameda County Health Order(s) and the Center for Disease Control and Prevention.	Alameda County Public Health Department Center for Disease Control and Prevention Social distancing capabilities and questions/concerns should be discussed with the LLNS Technical Representative.
Protect Employees	Limit the number of employees to the minimum number required to complete the requested task. Exclude employees who exhibit symptoms of fever, cough, or shortness of breath or are otherwise sick; such personnel are not allowed on-site at LLNL. Provide hand sanitizer or effective disinfectant for your employees to use while on-site. Employees are to wear appropriate personal protective equipment (PPE), including face coverings, as required by LLNS or Alameda County.	Alameda County Public Health Department
Wait for Approval	Subcontractor employees will be contacted by the LLNS Technical Representative at least 24-hours prior to coming on-site and should be prepared to complete an access form to determine if they could be at risk of exposing work areas to COVID-19. If there is a perceived risk, the Technical Representative may request alternatives.	Contact your LLNS Technical Representative for access form.

The COVID-19 Site Access Requirements are subject to change as guidance evolves.

(COVID-19 SITE ACCESS
REQUIREMENTS; 08/19/2020)

APPENDIX A
Information and Tips for Completion of
HS4440-W, Working Safely at LLNL During the COVID-19 Pandemic
on the LLNL external website

Browser Recommendations

- **Firefox** is the recommended browser for completing LTRAIN courses. Using a different browser may result in issues with course functionality or completions not getting posted.
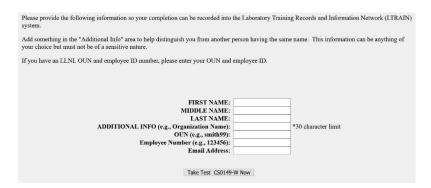- The course can be accessed at the following link: LTRAIN External Courses

Accessing Course Tests

At the end of the course, a page with options for accessing the test or acknowledgement will be presented.

- Select **YES**:
    - If the Subcontractor employee has an Official Username (OUN) and AD (Active Directory Password) and are either:
        - Taking the course from an On-Site (Livermore or Site 300) computer, or
        - Taking the course from an Off-Site computer using Virtual Private Network (VPN) access.
- Select **NO**:
    - If either of the following:
        - Taking the course Off-Site without VPN access, or
        - Subcontractor employee has not been issued an OUN/AD Password

If selecting NO, the page below will be presented. To ensure completion is captured, enter as much information as possible.
- Enter full name
- Enter OUN and Lab ID if Subcontractor employee has one
- Enter the email address where the notification of completion should be sent

Please provide the following information so your completion can be recorded into the Laboratory Training Records and Information Network (LTRAIN) system.

Add something in the "Additional Info" area to help distinguish you from another person having the same name. This information can be anything of your choice but must not be of a sensitive nature.

If you have an LLNL OUN and employee ID number, please enter your OUN and employee ID.

FIRST NAME:		
MIDDLE NAME:		
LAST NAME:		
ADDITIONAL INFO (e.g., Organization Name):		*30 character limit
OUN (e.g., smith99):		
Employee Number (e.g., 123456):		
Email Address:		

Take Test CS0149-W Now

If Subcontractor employee does not receive a completion email within the hour, contact the Technical Representative to validate that a completion was posted.